



INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Georgia Department of Education Office of Administrative Services Fiscal Services Division Grants Management Section 1570 Twin Towers East, Atlanta, GA. 30334	Application Number	81-386-A
Application Number			Date Received	SEP 14 1987
			Date Completed	FEB 22 1988
2. Person to Contact		Working Title	Telephone Number	
Donald L. Moore		Senior Grants Administrator	656-2441	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 81-386 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest			
1976	to date	Grants Management Contract Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
<p>The Grants Management Section was authorized in March 1981 as a section within the Fiscal Services Division to perform the function of reviewing and approving certain contracts issued in the name of the State Board of Education of the State of Georgia. Grants Management is charged with the responsibility for contract development, review and approval of contracts and maintaining a centralized contract file for all contracts that have a monetary consideration executed by the State Board. Those contracts which have to be processed through the Purchasing Division of the Department of Administrative Services are excluded since they are processed by the General Services Section.</p> <p>See attached memo, 8/28/87 - Donald Moore to Vickie Oakes, and memo, 2/6/87, Harmon Smith to Mary Hall.</p>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: The execution of Expense and Revenue Contracts				
Expense Contract: When an entity (person or firm) contracts with the State Board to provide a service or product in return for monetary consideration. Revenue Contract: The State Board contracts with an entity (firm) to provide a service or product in return for a monetary consideration.				
Included are: Routing Slip for Contract Approval or Amendments (DE Form 0903), Copy of each Expense and Revenue Contract (any amendments thereto), and any attached exhibit(s) referenced in the contract.				
Register of Contracts serves as an Index to the file. <i>Ref 2/2/88</i> <i>r.b. 2/2/88</i>				
File is arranged: By Contract Number assigned for the contract entered into between the Fiscal Year Dates July 1, 198X through June 30, 198X.				
8. Monthly Reference Rate How often are records referred to which are:				
One to six months old <u>30</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>10</u> ;				
twenty-five months and older <u>5</u> ?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____; Legal-size drawers <u>2 1/2</u> ; Shelves _____; Other (specify) _____				

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X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Portion of the contract package are in Accounting Services and each
X	i. Is this series (or a major portion of it) regularly microfilmed? Program Office.
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	<u>6</u> years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>5</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
A considerable number of contract amendments are made to contracts entered into the prior year which means the files need to be referred to frequently and copies of amendments filed. Attached is a copy of 34 CFR Part 75.734 which states five years after completion of activity.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 5 year(s); then

* ☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

* Files may need to be reviewed to pull out certain contracts that may have a contract period of more than one year and/or contracts which have been amended to lengthen the contract period, which would alter the record retention period.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Schuman</i>	<u>9/10/87</u>	<i>Yickie Baker</i>	<u>9/4/87</u>
870914-02		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>W. H. Lott</i>	<u>2-16-88</u>
	Secretary of State/Designee	<i>Edward Wilder</i>	<u>2/12/88</u>
	Attorney General/Designee	<i>Steve Hughes</i>	<u>2/14/88</u>

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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Grants Management Section 115 State Office Building Atlanta, Georgia 30334	Application Number	81-386
Application Number		Date Received	Date Completed
		AUG 4 1981	AUG 17 1981
2. Person to Contact		Working Title	
Donald L. Moore		Senior Grants Administrator	
2. Person to Contact		Telephone Number	
		656-2441	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest		
1976	to date	Grants Management Contracts Files	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?	
The Grants Management Section was authorized in March 1981 as a section within the Fiscal Services Division to perform this function: to review and approve certain contracts issued in the name of the State Board of Education. These contracts include simple contracts and construction contracts.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to: approving payments on capital outlay projects funded by state and federal governments.			
Included are: Documents from architects, engineers, building trades contractors and sub-contractors including related payment documents, contracts, progress reports, and other documents.			
File is arranged Chronologically by fiscal year; thereunder alphabetically, by school systems, including State Schools; thereunder by names of architects and engineers.			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old 40		Seven to twelve months old 40	
Thirteen to twenty-four months old 40		Twenty-five months and older 20 ?	
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____; Legal-size drawers 2 1/2 _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	6 years.	e. Administrative need	3 years.
c. Federal law	5 years.	f. Federal retention instructions	5 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: fiscal year
☐ Calendar Year; ☐ Fiscal Year; ☒ Other after project completion then,

- ☒ Hold in the current files area _____ month(s) end fiscal year; then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date	
<i>am A. Weyman Culp</i>	8/3/81	<i>Walker L. Baumgardner</i>	8-3-81	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) Date		
		State Auditor/Designee	<i>Wm. J. Smith</i>	8-14-81
		Secretary of State/Designee	<i>Carroll Dent</i>	8-11-81
		Attorney General/Designee	<i>Ray H. Hays</i>	8-14-81